GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Service – Registration & Stamps Department – Surprise check conducted on the officials of Sub Registrar Office, Biccavolu, East Godavari District on 02.09.2020 – Allegations of misconduct – Disciplinary action against Smt. D. Venkata Ramanamma, Office Subordinate (Retd.) O/o Sub Registrar Office, Biccavolu, East Godavari District - Common disciplinary proceedings initiated – Articles of Charge framed - Orders – Issued.

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REVENUE (VIGILANCE–II) DEPARTMENT

G.O.RT.No. 576 **Dated: 13-06-2025**

Read the following:

1.From DG, ACB, A.P, C.No.102/DES-REG/2020, Dt.23.07.2024.
2.G.O.Ms.No.201, Revenue (Vig.II) Department, dated:13.06.2025.
3.G.O.Ms.No.202, Revenue (Vig.II) Department, dated:13.06.2025.

******

O R D E R :

In pursuance of the sanction accorded by the Government under Sub Clause (i) of Clause (b) of Sub Rule (2) of Rule 9 of the Andhra Pradesh Revised Pension Rules, 1980 for instituting departmental proceedings against Smt. D. Venkata Ramanamma, Office Subordinate (Retd.) O/o Sub Registrar Office, Biccavolu, East Godavari District vide GOs 2nd and 3rd read above it is considered necessary to hold an enquiry against Smt. D. Venkata Ramanamma, Office Subordinate (Retd.) O/o Sub Registrar Office, Biccavolu, East Godavari District under Rule 20 of the said rules.

2. The substance of the imputation of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I) and the imputation of misconduct or misbehavior in support of each article of charge is enclosed (Annexure-II). A list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained are also enclosed (Annexure-III & IV).

3. Smt. D. Venkata Ramanamma, Office Subordinate (Retd.) O/o Sub Registrar Office, Biccavolu, East Godavari District is directed to submit a written statement of her defence within ten days of the receipt of this order.

(P.T.O)

4. She is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. She should, therefore, specifically admit or deny each article of charge.

5. Smt. D. Venkata Ramanamma, Office Subordinate (Retd.) O/o Sub Registrar Office, Biccavolu, East Godavari District is further informed that if she does not submit her written statement of defense on or before the date specified in para 3 above, further action will be processed based on the material available.

6. Attention of Smt. D. Venkata Ramanamma, Office Subordinate (Retd.) O/o Sub Registrar Office, Biccavolu, East Godavari District is invited to Rule 24 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964 under which no Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further her interests in respect of matters pertaining to her service under Government. If any representation is received on her behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that she is aware of such a representation and that it has been made at her instance and action will be taken against her for violation of Rule 24 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964.

7. The receipt of this order may be acknowledged.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G. JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To,

Smt. D. Venkata Ramanamma, Office Subordinate (Retd.) O/o Sub Registrar Office, Biccavolu, East Godavari District (through the Commissioner and Inspector General, Registration & Stamps, Andhra Pradesh, Tadepalli along with Annexures-I to IV)

Copy to:

The Secretary to Vigilance Commissioner, Andhra Pradesh Vigilance Commission, Secretariat Building No.5, Velagapudi, Guntur District.

The Director General Anti-Corruption Bureau, Andhra Pradesh, Pandit Nehru Bus Station, NTR Administrative Block, 2nd Floor Vijayawada.

The Commissioner & Inspector General, Registration & Stamps, Andhra Pradesh, Tadepalli, Guntur District.(with a request to serve the order on the individual and send the served copy with dated signature to Government)

The Deputy Inspector General, Registration & Stamps, Kakinada.

Sf/Sc.

// FORWARDED BY ORDER //

SECTION OFFICER

ANNEXURE – I

STATEMENT OF ARTICLES OF CHARGES FRAMED AGAINST SMT DABBERU VENKATA RAMANAMMA, OFFICE SUBORDINATE, (Retd.) O/o SUB REGISTRAR, BICCAVOLU, EAST GODAVARI DISTRICT IN 06/SC-RJY/2020 OF ACB, RAJAMAHENDRAVARAM RANGE.

Smt. Dabberu Venkata Ramanamma, w/o Suryaprakash Rao, Age-62 years, Office Subordinate O/o Sub-Registrar, Biccavolu, East Godavari District (here-in-after referred to as Government Servant) while functioning as such during the period between 15.07.2019 to 02.09.2020 (till the date of surprise check) committed grave misconduct in as much as:

CHARGE :-

That the Government Servant has fail to enter her personal cash in the personal cash Register maintained in the Sub-Registrar office on the day of Surprise check i.e., 02-09-2020 and she has failed to account for the amount Rs.4,690/- found in her possession.

Thus, the Government Servant by her above mentioned acts exhibited lack of devotion to duty and conduct unbecoming of a Government Servant and there by violated / contravened Rules 3 (1), (2) of A.P. Civil Services (Conduct) Rules,
1964.

G. JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT

//FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURE –II

STATEMENT OF IMPUTATION OF MISCONDUCT IN SUPPORT OF ARTICLE OF CHARGES FRAMED AGAINST SMT DABBERU VENKATA RAMANAMMA, OFFICE SUBORDINATE (Retd.), BICCAVOLU, EAST GODAVARI DISTRICT IN 06/SC-RJY/2020 OF ACB, RAJAMAHENDRAVARAM RANGE.

Smt. Dabberu Venkata Ramanamma, w/o Suryaprakash Rao, Age-62 years is a native of Kakinada, Kakinada District. Her date of birth is 14.05.1962. She joined in the Government Service on 25.07.1996 as Office Subordinate. Her basic pay is 29,760/- (14600-44870). She is due to retire on attaining the age of superannuation on 31.05.2024. She is here-in-after referred to as Government Servant.

CHARGE :

That the Government Servant has fail to enter her personal cash in the personal cash Register maintained in the Sub-Registrar office on the day of Surprise check i.e., 02-09-2020 and she has failed to account for the amount Rs.4,690/- found in her possession.

FACTS AND EVIDENCE:

On credible information that the Sub-Registrar and staff O/o Sub-Registrar, Biccavolu, East Godavari District were indulging in corrupt practices by way of collecting Mamools/bribe as commission through the document writers from the persons who would approach for registration in their office, the ACB officials of Rajamahendravaram Range conducted a Surprise check on the Sub-Registrar office, Biccavolu in the presence of mediators 1) Sri G. Sandeep, 32 years, Asst. Engineer, Municipal Corporation, Rajamahendravaram and 2) Smt. P.V. Kameswari, 54 years, Junior Assistant, Municipal Corporation, Rajamahendravaram from 15.30 hours to 21.00 hrs on 02.09.2020.

The Surprise Check team consisting of Sri P. Ramachandra Rao, DSP, A.C.B., Rajamahendravaram Range and his staff along with the above mentioned two official mediators left the ACB office at 14.00 hours on 02.09.2020 and reached the vicinity of the Office of the Sub-Registrar, Biccavolu at 15.00 hours.

After reaching the Sub-Registrar Office, Biccavolu, the search party got down from the vehicles and as per the instructions of the DSP, ACB the entire raid party members to observe the happenings taking place in the Sub Registrar Office by concealing themselves in the public. Accordingly, all the members took vantage positions around the Office of

the Sub-Registrar, Biccavolu. After observing the proceedings for a while, raid was conducted on the said office at about 15.15 hours.

The Sub Registrar Office is located besides Panchayat, Biccavolu, East Godavari District and is an old tiled building consisting of one Varandah, one hall which was portioned into Sub-Registrar's Dias and Computers cabin where the staff of the Sub-Registrar's office are attending to their office work. One record room and one extended RCC room which is being used as temporary record room and wash room is located in the North-West Corner to this room. On the Western side of the building one old shed is located which is being used by the document writers.

On entering into the office of the Sub-Registrar office, one female person aged about 53 yrs., was found sitting on the Dias of the Sub-Registrar in an office chair. Some persons were also present in front of the Dias of Sub-Registrar. The DSP introduced himself, mediators and other members of search party to the person sitting on the Dias and persons who were present in the office and explained the purpose of their visit. The DSP ascertained the identity of the person who was sitting on the Dias of Sub-Registrar as Smt. Pillarisetty Vijaya Lakshmi, W/o K. Vara Prasad, 53 years, Sub-Registrar, Registrations & Stamps Department, Biccavolu and requested her to extend her co- operation during the surprise check. The DSP and other ACB officials allowed themselves to search their personal belongings and cash in the presence of mediators before the commencing the search. Later, the DSP instructed the Inspectors and staff to close the doors and windows of the office and observe the persons who were present in the office.

Then DSP, ACB, requested the Sub-Registrar and other staff members to produce the cash available with them. Similarly, the search party also searched the respective table drawers of the staff and the office premises and found the following amounts with the following staff. On the request of the DSP the Sub-Registrar produced personal cash declaration register. On perusal of the register the following amounts are declared by the staff noted against each one.

Sl.No	*Name and designation of the employee*	*Amount declared in the personal cash in Rs.*	*Amount found in posswssion in Rs.*	*Variation*	*Explanation offered by the employee*
1.	Smt. P. Vijaya Lakshmi, Sub-Registrar	Not declared	700/-	--	Not accounted for satisfactorily.
2.	Sri Sathi	300	4000/-	3700/-	Not accounted

	Bhaskara Reddy, Jr. Asst.			is excess	for satisfactorily about the excess amount.
3.	Sri Tummalapalli Ramakrishnam Raju,Jr.Asst.	Not declared	390/-	--	Not accounted for satisfactorily.
4.	**D.V. Ramanamma, Attender.**	**Not declared**	**4690/-**	**--**	**Not accounted for satisfactorily.**

The Government Servant **Smt Dabberu Venkata Ramanamma, Office Subordinate, has not declared her personal cash details in the personal cash declaration register. The Government Servant were found an amounts of Rs.4,690,/- respectively than the amount has not declared in the personal cash declaration register and as she also failed to offer satisfactory explanation,** the DSP, ACB, seized the said amounts from her and the personal cash declaration register which is maintained from 12.03.2020 to 02.09.2020 dulyattested by the mediators.

During the enquiry the DSP secured Sri Ch. Nagalingeswara Rao, District Registrar, Kakinada, East Godavari district and examined him. On examination, he stated that he has been working as District Registrar, Kakinada, East Godavari District since 10.07.2019. Total 14 Sub-Registrar offices comes under his jurisdiction. On 02.09.2020 evening he came to know that the ACB Officials conducting raid on the office of Sub-Registrar, Biccavolu through DSP, ACB, Rajamahendravaram over phone and requested to attend Sub-Registrar to describe procedural aspects of the Sub-Registrar office. Then he informed the DSP that he could not attend the Sub-registrar office as he had applied for leave on 03.09.2020 & 04.09.2020. On 14.09.2020 he has attended ACB Office, Rajamahendravaram and given the statement. the Sub-Registrar office, Biccavolu comes under his jurisdiction. Smt. P. Vijaya Lakshmi has been working as Sub-Registrar in the Sub-Registrar office, Biccavolu since 08.07.2019. There are 01 Senior Assistant, 02 Junior Assistants and 01 Office Sub-ordinate are working in the Sub-Registrar office along with the Sub-Registrar. After due perused of the copy of search proceedings, he came to know that certain irregularities were committed by the Sub-Registrar i.e., she has engaged one private person for doing official duties and other personal works. She also has allowed document writers/assistant document writers into the office, seizing of un-accounted amounts from the office staff by the ACB officials, non-maintenance of certain mandatory records properly. As per Memo No.101/Spl.B/2000-4,

G.A.(Spl.B) Dept., dt.17.4.2001, the Government clarified that Rule 12 of the A.P.C.S (Conduct) Rules, 1964 clearly spells out that no Government servant should engage in any employment or work other than connected with his official duties and that there is no provision anywhere to engage a private person to perform official functions. It is illegal and amounts to misconduct to indulge in such activities. As per ACB mediators report he came to know that Smt. P. Vijaya Lakshmi, Sub-Registrar engaged one private person i.e., Ampolu Anil Kumar of Biccavolu Mandal for discharging official duties as against the rules in vogue. The Govt., also gave clear instructions vide Circular Memo No. X2/10708/94, dt.30.12.1997 issued by the Commissioner and Inspector General of Registration and Stamps, A.P., Hyderabad, it was clearly mentioned that 'In all cases of Surprise Checks where unaccounted cash is found (i) with the employees, (ii) in the presence of office and (iii) with the unauthorized persons in the office, the normal presumption shall be that it is illegal amount obtained from the parties. Hence, it is observed from the mediator's report that the collection of illegal gratification is allegedly going on in the Sub-Registrar Office, Biccavolu from the parties approaching for registration of documents etc., through private document writers. In U.O.Note No.1515/SC.D/83-1, G.A(SC.D) Dept., dt. 18.8.1983, the Government directed that all Departments of Secretariat who have got check-posts and offices under their Heads of Department dealing with cash transactions to take necessary action to issue instructions through the concerned to the officials in check posts and Sub-Registry offices, Transport offices etc., as desired by the Director, Anti - Corruption Bureau to facilitate verification whether the money found at the time of the check on the person of the officers, actually belongs to them or is a bribe amount collected from parties and etc facts.

As per Circular Memo No.X2/10708/94, dt.30.12.1997 issued by the Commissioner and Inspector General of Registration and Stamps, A.P., Hyderabad, it was clearly mentioned that 'In all cases of Surprise Checks where unaccounted cash is found (i) with the employees, (ii) in the premises of office and (iii) with the unauthorized persons in the office, the normal presumption shall be that it is illegal amount obtained from the parties. He also stated about the non-maintenance of certain mandatory records properly in the Office by the Government Servant. As per the standing order 9(f) in AP Registration Manual Part- II of the Registration and Stamps Department the Sub Registrar shall be over all in-charge of records of Registrar Office though the Senior Assistant may assist him in maintenance and preservation of the records etc facts. The DSP also obtained his signed statement.

As per Circular Memo No.X2/10708/94, dt.30.12.1997 issued by the Commissioner and Inspector General of Registration and Stamps, A.P., Hyderabad, it was clearly mentioned that 'In all cases of Surprise Checks where unaccounted cash is found (i) with the employees, (ii) in the

premises of office and (iii) with the unauthorized persons in the office, the normal presumption shall be that it is illegal amount obtained from the parties and the onus of disproving the same will be on the Charged Officer.

As per the Oral evidence mentioned vide serial Nos. 1, 2 & 13 in the Annexure - lll and documentary evidence mentioned vide serial Nos - 1,3 & 6 in the Annexure - IV establishes the above acts exhibited by the Government Servant.

Thus, the Government Servant by her above mentioned acts exhibited lack of devotion to duty, and conduct unbecoming of a Government Servant and thereby violated / contravened Rules 3(1), (2) of A.P.C.S (Conduct) Rules, 1964 and thereby the Government Servant rendered herself for Regular Departmental Enquiry for Major Penalty under Rule 20 of APCS (CC & A) Rules, 1991.

G. JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT

//FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURE – III

LIST OF WITNESSES:

1. **Sri Grandhi Sandeep, S/o G.V.S.N. Murthy, 32 years, Asst. Engineer, Municipal Corporation, Rajamahendravaram, R/o D.No.38-76-9, Syamalanagar, Rajamahendravaram:**

   He is the Mediator-1 and speaks about the facts of Surprise Check proceedings, seizure of the unaccounted amount from the possession of Document writers/Asst. document writers/Private Assistant and from the possession of the staff in the premises of Sub-Registrar office, Biccavolu and etc., facts.

2. **Smt. Parasa Venkata Kameswari, W/o Rangacharyulu, 54 years, Junior Assistant, Municipal Corporation, Rajamahendravaram, R/o D.No. 73-18- 19/33, Flat No. B-1, Gongotri Apartments, A.V. Apparao Road, Rajamahendravaram:**

   She is the Mediator-2 and speaks about the facts of Surprise Check proceedings, seizure of the unaccounted amount from the possession of Document writers/Asst. document writers/Private Assistant and from the possession of the staff in the premises of Sub-Registrar office, Biccavolu and etc., facts.

3. **Sri Ampolu Anil Kumar, S/o Veerraju, 31 years, Private employee, O/o Sub-Registrar, Biccavolu, R/o D.No.8-68, Kothapeta, Biccavolu, East Godavari District**:

   He speaks about that he was engaged by the Sub-Registrar, Biccavolu on a daily wage basis @ Rs.100/- for doing officials works like, taking photos and finger prints of the claimants and executants who come for registration, attend the works as assigned by the Sub-Registrar and staff and also supply tea to the Sub- Registrar and staff. He speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 and seizure of unaccounted amount of Rs.7,050/- at his behest from a dust bin in the old shed behind the chamber of the Sub-Registrar etc., facts.

4. **Sri Goli Bapiraju, S/o Jeevaratnam, 42 years, Document Writer, O/o Sub-Registrar, Biccavolu, East Godavari District, R/o D.No.4-43, G. Donthamuru (V), Rangampeta (M), East Godavari District:**

   He speaks about that he has been working as Document Writer in Sub-Registrar office, Biccavolu and speaks about collecting of Rs.2000/- for registration of each document from the parties. On 02.09.2020, he

came to Sub-Registrar office, Biccavolu along with Ijjana Vijaya Kumar and Nidadavolu Seshagiri for registration of two documents. He further speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 and seizure of an unaccounted cash of Rs.17,500/- from his possession and seizure of amounts from the possession of other document writers and staff etc., facts.

5. **Sri Kaki Venkannababu, S/o Late Sankaram, 31 years, Asst. Document Writer to Sri V. Balaji (Document Writer), O/o Sub-Registrar, Biccavolu, R/o D.No.3- 16, Rajapalem Village, Peddapudi Mandal, East Godavari District:**

He speaks about that he has been working as Asst. Document Writer to Sri V. Balaji, Document Writer, O/o Sub-Registrar, Biccavolu and collects Rs.500/- to Rs.600/- for registration of each document as charges from the parties. On 02.09.2020, he came to the office of Sub-Registrar, Biccavolu along with Srin Tatavarthi Durga Prasad, Secondary Grade Teacher and submitted one sale deed which was endorsed by Dwarapudi Satayananda Reddy, Document Writer. He also speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 at about 15.15 hrs., and seizure of unaccounted amount of Rs.2,060/- from him and seizure of amounts from the possession of other document writers and staff etc., facts.

6. **Sri Tatavarthi Durga Prasad, S/o Venkata Ratnam, 50 years, Secondary Grade eacher, Rangapuram (V), Biccavolu (M), East Godavari District, R/o D.No.3-3, Rangapuram (V), Biccavolu (M):**

He speaks about that he is working as SGT in M.P.P. School, Rangapuram village and speaks about he is working as Document Writer prior to the present post. He speaks about the attending of registrations along with his friend Sri Kaki Venkannababu, document writer. On 02.09.2020, he attended Sub-Registrar office, Biccavolu along with Kaki Venkannababu at 15.00 hrs., for registration of one document which was endorsed by Dwarapudi Satayananda Reddy, Document Writer. He also speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 at about 15.15 hrs., and siezure of unaccounted amount of Rs.4,790/- from his possession and seizure of amounts from the possession of other document writers and staff etc., facts.

7. **Sri Vaddadi Venkata Tammiraju, S/o Venkata Suryanarayana Murthy, 62 years, Document Writer, O/o Sub-Registrar, Biccavolu, R/o D.No.9-104, Konkuduru Village, Biccavolu Mandal, East Godavari District:**

He speaks about that he has working as Document Writer in Sub-Registrar office, Biccavolu since 33 years. He used to collect Rs.2,000/- for registration of each document towards his charges from the parties. On 02.09.2020, he came to the office of Sub-Registrar, Biccavolu for miscellaneous works. He also speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 at about 15.15 hrs., and seizure of unaccounted amount of Rs.610/- from him and seizure of amounts from the possession of other document writers and staff etc., facts.

8. **Nidadavolu Seshagiri, S/o Subbarao, 32 years, Asst. of Goli Bapiraju, Document Writer, R/o D.No.54-2-20, Gopalanagar, Rajamahendravaram:**

He speaks about that he is working as Asst. Document Writer to Sri Goli Bapiraju, Document Writer in Sub-Registrar office, Biccavolu. Sri Goli Bapiraju has been paying an amount of Rs.6,000/- p.m. On 02.09.2020, he came to the office of Sub-Registrar, Biccavolu along with Ijjana Vijaya Kumar, Asst. Document Writer to assist Goli Bapiraju, Document Writer. He also speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 at about 15.15 hrs., and seizure of amounts from the possession of other document writers and staff etc., facts.

9. **Ijjana Vijaya Kumar, S/o Veerraju, 26 years, Asst. of Goli Bapiraju, Document Writer, R/o Dontamuru Village, Rangampeta:**

He speaks that he is working as Asst. Document Writer to Sri Goli Bapiraju, Document Writer in Sub-Registrar office, Biccavolu. Sri Goli Bapiraju has been paying an amount of Rs.6,000/- p.m. On 02.09.2020, he came to the office of Sub-Registrar, Biccavolu along with Sri Nidadavolu Seshagiri, Asst. Document Writer to assist Goli Bapiraju, Document Writer. He also speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 at about 15.15 hrs., and seizure of unaccounted amount of Rs.1000/- from his possession and seizure of amounts from the possession of other document writers and staff etc., facts.

10. **Sri Bavisetti Veeranna, S/o Veeranna, 61 years, Driver (out-sourcing), R/o Kovvuru Village, Kakinada Rural Mandal, East Godavari District:**

He speaks that he is working as personal car driver to the Sub-Registrar, Biccavolu Smt. P. Vijayalakshmi, Sub-Registrar is paying Rs.11,000/- p.m. He also speaks about the Surprise Check conducted by the ACB Officials on 02.09.2020 at about 15.15 hrs.,

and seizing of unaccounted amount of Rs.1000/- from his possession and seizure of amounts from the possession of other document writers and staff etc., facts.

11. Smt Aruna Kumari, W/o Ramudu, R/o Ramatayam Street, Elakolunu Village, Rangampeta Mandal, East Godavari District:

She speaks that she came to the Sub-Registrar office, Biccavolu on 02.09.2020 for registration of his agricultural land through Sri Goli Bapiraju, Document writer and she has paid Rs.79,175/- for Stamp Duty charges and Registration charges and also Sri Goli Bapiraju, Document writer has taken an amount of Rs.10,000/- as formality and ect., facts.

12. Sri Nallamilli Ramashankar Reddy, S/o Chandrashekar Reddy, A/22, D-No-1-43, Ramalayam Street, Golalla Mamidada Village, Pedhapudi Mandal, East Godavari District:

He speaks that he came to the Sub-Registrar office, Biccavolu on 02.09.2020 for registration of his agricultural land through Sri Kaki Venkannababu, assistant to Sri Dwarapudi Satyananda Reddy Document writer and he has paid Rs.1,18,000/- for Stamp Duty charges and Registration charges and also Sri Kaki Venkannababu assistant to Sri Dwarapudi Satyananda Reddy Document writer has taken an amount of Rs.13,000/- as formality and ect., facts.

13. Sri Ch. Nagalingeswara Rao, R/o Ramarao, District Registrar, Kakinada:

He speaks that Smt. P. Vijaya Lakshmi has been working as Sub-Registrar in the O/o Sub-Registrar, Biccavolu and speaks about the working of other employees in the Sub-Registrar office, Biccavolu. He also speaks about the procedural aspects with regard to maintenance of Sub – Registrar office. He also speaks about the Circular Memo No. X2/10708/94, dt.30.12.1997 issued by the Commissioner and Inspector General of Registration and Stamps, A.P., Hyderabad, In U.O.Note No.1515/SC.D/83-1, G.A(SC.D) Dept., dt.18.8.1983, Memo No.101/Spl.B/2000-4, G.A.(Spl.B) Dept., dt.17.4.2001 and Rule 12 of the A.P.C.S. (Conduct) Rules, 1964 and etc., facts.

14. The Deputy Inspector General of Registration & Stamps Department,Kakinada.

She has furnished the service particulars and Job Charts of the officers and Staff of the Sub-Registrar office, Biccavolu along with letter No. E1/279/2020, dtd.08.09.2020 of Deputy Inspector General of Registration and Stamps Department and etc., facts.

15. <u>Sri P. Ramachandra Rao, DSP, Anti-Corruption Bureau, Rajamahendravaram Range, Rajamahendravaram: -</u>

He speaks about the surprise check proceedings dated 02.09.2020 along with violation of Rules of Government Servant etc., facts.

16. <u>Sri P.V.S.Mohan Rao, Range Inspector, Anti-Corruption Bureau, Rajamahendravaram Range, Rajamahendravaram:-</u>

He Speak about participating in Surprise Check and assisted the DSP, ACB, Rajamahendravaram Range at the time of Surprise Check etc. facts.,

17. <u>Sri V.Pulla Rao, Range Inspector, Anti-Corruption Bureau, Rajamahendravaram Range, Rajamahendravaram:-</u>

He Speak about participating in Surprise Check and assisted the DSP, ACB, Rajamahendravaram Range at the time of Surprise Check etc. facts.

18. <u>Sri P.V.G.Tilak, Range Inspector, Anti-Corruption Bureau, Rajamahendravaram Range, Rajamahendravaram:-</u>

He Speak about participating in Surprise Check and assisted the DSP, ACB, Rajamahendravaram Range at the time of Surprise Check etc. facts.,

19. <u>Sri T.Naresh, SI of Police, Anti-Corruption Bureau, Rajamahendravaram Range, Rajamahendravaram:-</u>

He Speak about participating in Surprise Check and assisted the DSP, ACB, Rajamahendravaram Range at the time of Surprise Check etc. facts.,

20. <u>Sri Y.Satish, Range Inspector, Anti-Corruption Bureau, Rajamahendravaram Range, Rajamahendravaram:-</u>

To speak about the facts of sending Draft Article of Charges against the Government Servants – 01 to 05 to the Head Office, ACB, A.P., Vijayawada etc., facts.

Any other witnesses whose evidence is relevant during the inquiry.

G. JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT

//FORWARDED:: BY ORDER//
SECTION OFFICER

ANNEXURE –IV

LIST OF DOCUMENTS:

1. **Surprise Check proceedings dated.02.09.2020, drafted at the office of Sub- Registrar, Biccavolu in SC.No.06/SC-ACB-RJY/2020 :** It reveals the details of events happened on the day of Surprise Check including seizures of illegal amount, seizure of registers and documents etc.

2. **Attendance Register, O/o Sub-Registrar, Biccavolu :** It is being maintained from 01.01.2020 to 02.09.2020. It shows that Sri K.V. Prasad became absent on 02.09.2020 for duty.

3. **Personal Cash Declaration Register, O/o Sub-Registrar, Biccavolu :** It is being maintained from 01.01.2020 to 02.09.2020. It reveals that some of the employees have not entered their personal cash, etc.

4. **Signed statements of the witnesses cited in oral evidence Sl.No-03 to 12**.

   I) Sri Ampolu Anil Kumar, S/o Veerraju, 31 years, Private employee, O/o Sub- Registrar, Biccavolu, R/o D.No.8-68, Kothapeta, Biccavolu, East Godavari District.

   II) Sri Goli Bapiraju, S/o Jeevaratnam, 42 years, Document Writer, O/o Sub- Registrar, Biccavolu, East Godavari District, R/o D.No.4-43, G. Donthamuru (V), Rangampeta (M), East Godavari District.

   III) Sri Kaki Venkannababu, S/o Late Sankaram, 31 years, Asst. Document Writer to Sri V. Balaji (Document Writer), O/o Sub-Registrar, Biccavolu, R/o D.No.3-16, Rajapalem Village, Peddapudi Mandal, East Godavari District.

   IV) Sri Tatavarthi Durga Prasad, S/o Venkata Ratnam, 50 years, Secondary Grade Teacher, Rangapuram (V), Biccavolu (M), East Godavari District, R/o D.No.3-3, Rangapuram (V), Biccavolu (M).

   V) Sri Vaddadi Venkata Tammiraju, S/o Venkata Suryanarayana Murthy, 62 years, Document Writer, O/o Sub-Registrar, Biccavolu, R/o D.No.9-104, Konkuduru Village, Biccavolu Mandal, East Godavari District.

   VI) Nidadavolu Seshagiri, S/o Subbarao, 32 years, Asst. of Goli Bapiraju, Document Writer, R/o D.No.54-2-20, Gopalanagar, Rajamahendravaram.

VII) Ijjana Vijaya Kumar, S/o Veerraju, 26 years, Asst. of Goli Bapiraju, Document Writer, R/o Dontamuru Village, Rangampeta.

VIII) Sri Bavisetti Veeranna, S/o Veeranna, 61 years, Driver (out-sourcing), R/o Kovvuru Village, Kakinada Rural Mandal, East Godavari District.

IX) Smt Aruna Kumari, W/o Ramudu, R/o Ramatayam Street, Elakolunu Village, Rangampeta Mandal, East Godavari District.

X) Sri Nallamilli Ramashankar Reddy, S/o Chandra Shekar Reddy, A/22, R/o D.No-1-43, Ramalayam Street, Golalamamidada Village, Pedhapudi Mandal, East Godavari.

XI) Sri Ch. Nagalingeswara Rao, R/o Ramarao, District Registrar, Kakinada.

5. **Letter No. E1/279/2020, dtd 08.09.2020:** Through this letter the Inspector General of Registration and Stamps Department has furnished the service particulars and Job Charts of the officers and Staff of the Sub-Registrar office, Biccavolu.

6. **Circular Memo No.X2/10708/94, dt.30.12.1997 issued by the Commissioner and Inspector General of Registration and Stamps, A.P., Hyderabad :** As per the above circular, in all cases of surprise checks, where unaccounted cash is found with the employee, in the premises of the office and with any unauthorized person in the office, the normal presumption shall be that it is illegal amount obtained as bribe from the parties. Therefore, the onus of disproving the same will be on the charged officer.

7. **Circular Memo No.No.X3/18189/1995, Dt: 04.09.1996 issued by the Commissioner and Inspector General of Registration and Stamps, A.P., Hyderabad:** As per the instructions issued in the above circular, the Sub-Registrar shall not allow private & un-authorized persons including brokers/mediators and document writers into the offices and action shall be initiated against the head of the office, if these instructions are not followed.

8. **Copy of Memo No.101/Spl.B/2000-4, G.A. (Spl.B) Dept., dt.17.4.2001 and Rule 12 of the A.P.C.S. (Conduct) Rules, 1964:** This memo reveals that the Government clarified that Rule 12 of the A.P.C.S. (Conduct) Rules, 1964 clearly spells out that no Government servant should engage in any employment or work other than that connected with his official duties and that no manual prescribed to engage a private person to perform official duties during the course of departmental activity. It is illegal and also amounts to

misconduct to indulge in such activities. (Memo.No.101/Spl.B/2000-4 G.A.(Spl.B) Dept. dt. 17-4-2001)

Any other records which are required during the course of investigation will be obtained.

G. JAYALAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT

//FORWARDED:: BY ORDER//
SECTION OFFICER